

Nurse Aide Training – “Coordinator/Instructor” and “Clinical Contract” Change Forms

Effective 10-1-08, Nurse Aide Training Program/School providers were authorized to **approve changes in Coordinator(s), instructor(s) and clinical sites**. Providers shall submit the appropriate form to notify the Department of Health and Hospitals of changes, within **10 working days** of the occurrence.

All approved providers (except for those using the preceptor component) shall report changes in **Coordinators and/or instructors** by submitting form NA-02 or changes in **clinical sites** by submitting form NA-03:

1. Form NA-02 - Coordinator/Instructor Change Form

- a. A **change in Coordinator** reported by non-facility based programs (proprietary schools, colleges, universities, etc.) needs to be submitted to the Department of Health and Hospitals and the Nurse Aide Registry.
- b. A **change in instructor** reported by non-facility based programs (proprietary schools, colleges, universities, etc.) needs to be submitted to the Department of Health and Hospitals.
- c. A **change in Coordinator or instructor** reported by facility based programs (nursing homes) needs to be submitted to the Department of Health and Hospitals

2. Form NA-03 - Clinical Contract Change Form

- a. A **change in clinical site** needs to be submitted to the Department of Health and Hospitals.

All providers approved to train using the **preceptor component**, shall report changes in **clinical sites** by submitting form NA-03 and changes in **Coordinators and/or instructors** by submitting form NA-04:

1. Form NA-03 - Clinical Contract Change Form

- a. A **change in clinical site** needs to be submitted to the Department of Health and Hospitals.

2. Form NA-04 – Preceptor Coordinator/Instructor Change Form

- a. A **change in Coordinator or instructor** reported by programs using the preceptor component needs to be submitted to the Department of Health and Hospitals and the Nurse Aide Registry.

Providers shall maintain the documentation (a copy of the change forms submitted, resumes, certificates, transcripts, and clinical contracts) relative to each change. The documentation will be reviewed when the program is surveyed or at any point that the Department of Health and Hospitals makes a request for such. **Failure to report the required changes timely, utilize qualified staff, utilize clinical sites which meet the regulations and/or maintain the required documentation shall result in a citation for non-compliance. Additionally, further adverse action may be imposed.**